

**WEATHERIZATION ASSISTANCE PROGRAM
STATE PLAN – 2012 PROGRAM YEAR
July 1, 2012**

**Nebraska Energy Office
P.O. Box 95085
Lincoln, NE 68509
402-471-3682**

I.1 Budget

2012 Program Year Allocation – DOE ¹	\$591,453.00
Training and Technical Assistance	\$ 65,717.00
Nebraska Energy Office Administration	\$ 32,858.00
Subgrantee Administration	\$ 59,145.30
CPA Audits	\$ 13,000.00
Liability Insurance	\$ 5,257.36
Health and Safety (15%)	\$ 72,103.78
Program Operations	\$408,588.06

I.2 Proposed Weatherization Projects

<u>Subgrantee</u>	<u>PY2011</u>	DOE Allocation <u>PY2012</u>
Blue Valley Community Action	\$ 98,962.64	\$ 36,574.68
Central Nebraska Community Services	\$209,577.30	\$ 77,240.97
Northeast NE Community Action Partnership	\$209,270.04	\$ 77,128.01
Community Action Partnership of Lincoln & Saunders Counties	\$202,202.99	\$ 74,529.88
Community Action Partnership of Mid Nebraska	\$234,612.51	\$ 86,447.36
Northwest Community Action Partnership	\$ 57,174.88	\$ 21,211.86
Community Action Partnership of Western Nebraska	\$ 81,448.65	\$ 30,135.85
Southeast Nebraska Community Action Council	\$ 95,582.74	\$ 35,332.10
Interim Service Provider – Southeast NE Community Action	\$360,983.02	\$139,708.91

Note: It is noted that several NEO sub-grantees were allocated additional ARRA funds along with contract amendments to weatherize additional homes with ARRA funds. Each sub-grantee has signed an MOU that includes a production plan that prescribes an allocation of funds (including additional ARRA funds, PY2011 and PY2012 WAP Formula funds; and PY2011 and PY2012 Low-income Heating Energy Assistance Program funds) to sustain production through the end of the PY2012 program year on June 30, 2013.

I.3 Summary of Major Changes from the 2011 Program Year

- Weatherization Trust, Inc. no longer provides weatherization services for the WAP Network in Douglas County. Southeast Nebraska Community Action Agency is designated as the interim service provider for Douglas County. Applications seeking a new sub-grantee to serve Douglas County will follow Section III.1.2 as part of the development of the PY2013 State of Nebraska WAP Allocation plan. This new sub-grantee will serve Douglas County in PY2013.

¹ U.S. Department of Energy
2012 Weatherization Assistance Program

II.3 Subgrantees

Blue Valley Community Action

P.O. Box 273

Fairbury, NE 68352

Type of Organization: Community Action Agency

Source of Labor: Private Contractors and Crews

Contact: Kelly Davis Email: kdavis@bvca.net

Phone: 402-729-2278 Fax: 402-729-2801

Counties Served: Butler Fillmore Gage
Jefferson Polk Saline
Seward Thayer York

	<u>PY2011</u>	<u>PY2012</u>	
DOE Allocation:	\$ 98,962.64	\$ 36,574.68	
Minimum Units:	16	7	
Congressional districts served and	<u>CD</u>	<u>Percent</u>	
percent of subgrantee allocation:	01	69%	
	03	31%	

Central Nebraska Community Services

P.O. Box 509

Loup City, NE 68853

Type of Organization: Community Action Agency

Source of Labor: Crews

Contact: Sharon Jonak Email: sjonak@cennecs.org

Phone: 308-745-0780 Fax: 308-745-0824

Counties Served: Blaine Boone Boyd
Brown Colfax Custer
Garfield Greeley Hall
Hamilton Holt Howard
Keya Paha Loup Merrick
Nance Platte Rock
Sherman Valley Wheeler

	<u>PY2011</u>	<u>PY2012</u>	
DOE Allocation:	\$ 209,577.30	\$ 77,240.97	
Minimum Units:	35	13	
Congressional districts served and	<u>CD</u>	<u>Percent</u>	
percent of subgrantee allocation:	01	05%	
	03	95%	

Northeast Nebraska Community Action Partnership (former Goldenrod Hills Community Action)

P.O. Box 280

Wisner, NE 68791

Type of Organization: Community Action Agency

Source of Labor: Private Contractors and Crews

Contact: Ron Vonderohe Email: rvonderohe@nenecap.net

Phone: 402-529-3513 Fax: 402-529-3209

Counties Served: Antelope Burt Cedar
Cuming Dakota Dixon
Dodge Knox Madison
Pierce Stanton Thurston
Washington Wayne

	<u>PY2011</u>	<u>PY2012</u>	
DOE Allocation:	\$ 209,270.04	\$ 77,128.01	
Minimum Units:	35	12	
Congressional districts served and	<u>CD</u>	<u>Percent</u>	

percent of subgrantee allocation:	01	78%
	03	22%

Community Action Partnership of Lancaster and Saunders Counties

210 "O" Street

Lincoln, NE 68508

Type of Organization: Community Action Agency

Source of Labor: Private Contractors

Contact: Scott Snyder Email: ssnyder@communityactionatwork.org

Phone: 402-471-4515 Fax: 402-471-4844

Counties Served: Lancaster Saunders

	<u>PY2011</u>	<u>PY2012</u>
DOE Allocation:	\$ 202,202.99	\$ 74,259.88
Minimum Units:	34	13
Congressional districts served and	<u>CD</u>	<u>Percent</u>
percent of subgrantee allocation:	01	100%

Community Action Partnership of Mid Nebraska

P.O. Box 2288

Kearney, NE 68848

Type of Organization: Community Action Agency

Source of Labor: Private Contractors and Crews

Contact: Jackie Harpst Email: jharpst@mnca.net

Phone: 308-865-5675 Fax: 308-865-5681

Counties Served:

Adams	Arthur	Buffalo
Chase	Clay	Dawson
Dundy	Franklin	Frontier
Furnas	Gosper	Grant
Harlan	Hayes	Hitchcock
Hooker	Kearney	Keith
Lincoln	Logan	McPherson
Nuckolls	Perkins	Phelps
Red Willow	Thomas	Webster

	<u>PY2011</u>	<u>PY2012</u>
DOE Allocation:	\$ 234,612.51	\$ 86,447.36
Minimum Units:	39	15
Congressional districts served and	<u>CD</u>	<u>Percent</u>
percent of subgrantee allocation:	03	100%

Northwest Community Action Partnership

270 Pine Street

Chadron, NE 69337

Type of Organization: Community Action Agency

Source of Labor: Private Contractors and Crews

Contact: Floyd Merkel Email: fmerkel@ncap.info

Phone: 308-432-3393 Fax: 308-432-5799

Counties Served:

Box Butte	Cherry	Dawes
Sheridan	Sioux	

	<u>PY2011</u>	<u>PY2012</u>
DOE Allocation:	\$ 57,174.88	\$ 21,211.86
Minimum Units:	10	3
Congressional districts served and	<u>CD</u>	<u>Percent</u>
percent of subgrantee allocation:	03	100%

Community Action Partnership of Western Nebraska3350 10th Street

Gering, NE 69341

Type of Organization: Community Action Agency

Source of Labor: Crews

Contact: Mike Minzey Email: mminzey@capwn.org

Phone: 308-635-3089 Fax: 308-635-0264

Counties Served: Banner Cheyenne Deuel

Garden Kimball Morrill

Scotts Bluff

PY2011PY2012

DOE Allocation: \$ 81,448.65 \$ 30,135.85

Minimum Units: 14 5

	<u>CD</u>	<u>Percent</u>
Congressional districts served and percent of subgrantee allocation:	03	100%

Southeast Nebraska Community Action Council*

P.O. Box 646

Humboldt, NE 68376

Type of Organization: Community Action Agency

Source of Labor: Private Contractors and Crews

Contact: Rick Adams Email: rickadams@neb.rr.com

Phone: 402-862-2411 Fax: 402-862-2428

Counties Served: Cass Johnson Nemaha

Otoe Pawnee Richardson

Sarpy

PY2011PY2012

DOE Allocation: \$ 95,582.74 \$ 35,332.10

Minimum Units: 16 6

	<u>CD</u>	<u>Percent</u>
Congressional districts served and percent of subgrantee allocation:	01	70%
	02	30%

County Served: Douglas*

PY2011PY2012

DOE Allocation: \$ 360,983.02 \$ 139,708.91

Minimum Units: 60 24

	<u>CD</u>	<u>Percent</u>
Congressional districts served and percent of subgrantee allocation:	02	100%

*SENCAA is the interim provider for weatherization services in Douglas County through June 30, 2013.

II.4 WAP Production Schedule

Total Units (Excluding Reweatherized)

PY2011PY2012

233

90

Reweatherized Units

26

9

Average Unit Costs Including Reweatherization

Total Funds – Federal, Oil-Overcharge and Non-Federal

\$1,901,497.00

\$657,170.00

Total Units to Be Weatherized

233

90

Total Units to Be Reweatherized

26

9

Grant Total Units

259

99

Total Vehicle and Equipment Budget

\$0

\$0

Total Units to Be Weatherized and Reweatherized	259	99
Average Vehicle and Acquisition Cost Per Unit	\$0	\$0
Total Funds for Program Operations	\$1,549,814.75	\$578,309.60
Average Cost Per Unit	\$5,983.84	\$5,841.51
Average Vehicle and Equipment Acquisition Cost	\$0	\$0
Total Average Cost Per Unit	\$5,983.84	\$5,841.51

II.5 Energy Savings

Method Used to Calculate Savings: WAP Algorithm

The Nebraska Energy Office estimates that the average energy savings per completed dwelling unit will be 19%. In 2010, the Energy Office contracted with the University of NE-Lincoln to conduct an analysis of the impact of the Weatherization Program. The results are expected in 2012.

Estimated Energy Savings: 10,248.0 BTU (includes PY2011 + PY2012)

II.6 Monitoring Activities

To ensure quality workmanship throughout the State, the Energy Office continues to implement a comprehensive monitoring strategy during the 2012 program year. Subgrantees are expected to serve the state's ninety-three (93) counties based on the relative need of the low-income population residing in each county of their service area.

The Comprehensive Monitoring Strategy includes the activities as noted below:

<u>Type of Monitoring Activity</u>	<u>Monitoring Goal</u>
Onsite Inspection of Completed Units	10-15% of all completed units
Quality Control Inspections	Minimum of 3 per month
Onsite File Review	File review for each completed project receiving an onsite inspection
Davis Bacon Interviews/Review	As required for all contractors/crews (ARRA projects only)
Lead Safe Weatherization	Minimum 3 per qtr/per contractor
Desktop Energy Audit Review	10-15 % of units submitted for reimbursement

If serious health and safety deficiencies are identified during the monitoring visit, subgrantees will be required to re-inspect all units completed that month by the agency's inspector and contractor and/or crew responsible for performing the work and verify that additional deficiencies do not exist. Serious is defined as an imminent threat to the occupant's life or to the building structure.

Each subgrantee will receive a formal monitoring during the 2012 Program Year. Formal monitoring consists of a financial review and a systems monitoring.

Nebraska Energy Office Program Monitoring and Compliance Activities				
Type of Monitoring/Review	Purpose	Conducted by:	# of Units	Frequency
Traditional Project Monitoring	Inspection of completed projects that are submitted to NEO for reimbursement	Program Field Monitors	10-15% of all completed units	At least monthly as needed to reach targeted number of units
Quality Control Monitoring	Accompany sub-grantee Quality Control Program Inspector on final diagnostic testing and monitoring of unit prior	Program Field Monitors	5-10% of all completed units	At least monthly as needed to reach targeted number of units

	to submittal for reimbursement to NEO			
File Review Monitoring	On-site review of sub-grantees reviews	Program Field Monitors	100% of units that receive a Traditional Monitoring Inspection	At least monthly to ensure that each unit that file review is completed for every Traditional Monitoring Inspection
Davis Bacon Interviews & Compliance ²	n/a	n/a	n/a	n/a
Lead Safe Weatherization	Assure that lead-safe procedures are implemented as required	Program Field Monitors	n/a	At least once per quarter/per sub-grantee and per crew/contractor
Formal Program Monitoring	Comprehensive review of sub-grantee program administration	Fiscal Compliance Analysts	n/a	At least once annual
Agreed-upon Procedures	Focused review	Independent Contractor	n/a	At least once during ARRA contract
Energy Audit Review	Review energy audits submitted with reimbursement requests to ensure all energy efficiency measures are identified and implemented and SIR's for appropriate measures	Building Program Specialist	5-10% of all completed units	Monthly sample from Reimbursement Requests

II.7 T&TA Activities

Subgrantee Monitoring

Four Program Monitors, a Building Program Specialist, two Fiscal Compliance Analysts, and the WAP/SEP Division Chief are responsible for monitoring and evaluating the operation of the WAP program at the subgrantee level as outlined. See II.6 for more information about the WAP monitoring strategy.

Technical Assistance

Each weatherization subgrantee is assigned a Field Monitor on a rotating basis that is responsible for completion of the inspection and technical assistance activities that are part of the Comprehensive Monitoring Strategy. Technical assistance provided may include but is not limited to: staff training, policy interpretation, state plan clarification, working with subgrantees on deficiencies and informing subgrantees of new weatherization techniques.

Energy Office Staff Training

Training is essential for staff development and it must be provided on an ongoing basis to upgrade the quality of service delivered by the state field monitors. Each monitor is expected to research and attend training opportunities, which will enable them to gain additional knowledge and skills in: weatherization technology, furnace technology and diagnostic equipment.

Lead Safe Weatherization Training

Lead safe weatherization training continues to be offered through the Nebraska WAP Training Network during the 2012 Program Year. Nebraska will continue to ensure that WAP Network contractors and crew receive training and ongoing technical assistance regarding the RRP and Lead-Safe Weatherization work practices

² For ARRA-funded projects only
2012 Weatherization Assistance Program

through the WAP Training Network and through monthly site visits to observe Lead Safe Weatherization practices of crews and contractors.

State Technical Working Group

One technical staff person from each subgrantee will attend a meeting with Energy Office technical staff to discuss technical issues, specific problems, innovative solutions, and program direction. The State Technical Working Group will meet during the 2012 Program Year for trainings focused on the Weatherization Installation Measures and Standards, including Health & Safety. A training is tentatively scheduled for November 2012.

Subgrantee Training

The Energy Office has contracted with Nebraska's community colleges to establish a comprehensive training strategy that assures training is availability throughout the State using the U.S. DOE curriculum and supplemented with a series of in-depth topical trainings in a variety of areas as needs are identified during the 2012 Program Year. First priority to attend the trainings are Nebraska WAP sub-grantee staff and contractors. Training is delivered through a site-based center in Omaha, Nebraska and a traveling trailer at community college sites throughout the state. The schedule through June 30, 2013 includes Installer Fundamentals, Installer Intermediate, Crew Chief, Energy Auditor, Mobile Home Weatherization, 10- and 30-hour OSHA, and AHERA. Training opportunities are available for a fee for individuals and organizations that are not members of the Nebraska WAP Network.

More than 804 individuals have attended a weatherization training presented by the Nebraska WAP Training Network to date including Installer Fundamentals, Installer Intermediate, Crew Chief, Energy Auditor, Mobile Home Weatherization, Home Energy Auditing, CAZ, Lead-safe Weatherization, and RRP. Training has been offered throughout the state in Omaha, Columbus, Scottsbluff, and Lexington, and WAP staff and contractors were able to attend trainings in a place where travel time was minimized.

Mold and Moisture training and technical assistance, the OSHA 10 and 30 hours trainings, and AHERA are among those that will be provided at least once to each sub grantee in the 2012 Program Year.

Subgrantee Training and Technical Assistance

Each subgrantee will receive funds to help offset the cost of their inspector and crew workers while attending training or to provide training for their weatherization staff and/or contractors.

Consumer Education

The Nebraska Energy Office designated Amoco oil overcharge funds for an educational project to supplement the Low-Income Weatherization Assistance Program. The educational component has been designed to enhance program participants' understanding of home energy efficiency improvements, to increase energy savings, and to contribute to the ongoing effectiveness of installed weatherization measures. Educational materials have been prepared by the Energy Office and training provided to our subgrantees.

II.8.1.1 Other Funding Sources

Low Income Home Energy Assistance Program (LIHEAP) funds have been directed into the weatherization program since 1982. The amount of LIHEAP funds available for weatherization during the 2012 program year is \$3,624,949. LIHEAP funds are used in accordance with all applicable U.S. DOE and Nebraska State Plan rules and regulations. In addition, Nebraska received \$41,644,458 in American Recovery and Reinvestment Act funds, which is about 83 percent expended and has an approved contract modification through June 30, 2013.

II.8.1.2 Subgrantees Involved in the Leveraging Process

Most Nebraska subgrantees operate other housing programs that enable them to leverage resources from other funding sources.

II.8.2 Use of DOE Leveraging Funds and of the Funds Leveraged

No leveraged funds are identified for this program year.

II. 9 Policy Advisory Council Members

<u>Member</u>	<u>Representing</u>
TBD	Nebraska Department of Health & Human Services
	Low Income Home Energy Assistance Program & Energy Assistance Recipients
Gary Richards	Elderly Nebraskans – Nebraska Department of Health & Human Services
Roger Fuhrer	Low Income Nebraskans – Community Action Nebraska
Judi Martin	Nebraska Utilities & the Nebraska Energy Assistance Network
Lorene Bartos	Lancaster County Extension Service
Ken Inness	Prairie Gold Homes
Steve Zach	Nebraska Public Power District
TBD	Nebraska Department of Economic Development

II.10 State Plan Hearings

A public hearing will be held to receive public input on the Program Year 2012 State Plan on July 10, 2012. The NEO has identified Southeast Nebraska Community Action to become the interim weatherization services provider for Douglas County due to the termination of all aide agreements with Weatherization Trust, Inc., former sub-grantee for Douglas County. Notice of the meeting was published in the statewide daily publication the Omaha World Herald and the Lincoln Journal Star, sent to all WAP program managers and agency executive directors, and posted on the Nebraska Energy Office website.

III.1.1 Eligible Population

Definition of Income Used to Determine Eligibility

Low income will mean that income in relation to family size, which: (1) is at or below 200 percent of the poverty level determined in accordance with criteria established by the Director of the Office of Management and Budget, or (2) is the basis on which cash assistance payments have been paid at any time during the preceding twelve months under Titles IV and XVI of the Social Security Act, or (3) is the basis on which energy assistance payments have been paid under the Low Income Home Energy Assistance Program at any time during the preceding twelve months.

Procedures to Determine That Units Weatherized Have Eligibility Documentation

All dwelling units certified as eligible for services shall be occupied by a family unit with income at or below 200 percent of the poverty level, or "Which contains a member who has received cash assistance payments under Title IV or XVI of the Social Security Act or applicable State or local law during the twelve month period preceding the determination of eligibility for weatherization assistance," or which contains a member which has received energy assistance payments under the Low Income Home Energy Assistance Program during the twelve month period preceding the determination of eligibility for weatherization assistance. A minimum of 20 client files are reviewed at each subgrantee during formal monitoring to assess compliance with this requirement.

Definition of Children

Children are defined as those individuals under the age of six.

Low Income Members of Indian Tribes

Low-income members of Indian tribes will receive benefits equivalent to the assistance provided to other low-income persons within Nebraska.

Qualified Aliens Receiving Weatherization Benefits:

U.S. DOE directs grantees to guidance provided by Health and Human Services (HHS) under LIHEAP. This guidance can be found by going to <http://faq.acf.hhs.gov/cgi-bin/liheap.cfg/php/enduser/home.php> and searching the word “aliens” under the “Find Answers” section. The Energy Office registered for the SAVE (Systematic Alien Verification for Entitlements) program to verify qualified alien status of Weatherization Program applicants for sub-grantees. Sub-grantees submit the required information to the Energy Office who completes the verification process.

III.1.2 Selection of Areas to Be Served

Current service areas are predominantly based upon the historic boundaries of the state's community action agencies (CAA's). This was done for two reasons. First, most Nebraska subgrantees are CAA's and in general, these boundaries are their operational boundaries. Second, this approach enables CAA's to use existing outreach structures to procure eligible clients. This system has worked reasonably well for Nebraska over the past twenty years. However, the State reserves the right to re-designate weatherization service areas during a program year should production of homes or service to eligible clients become deficient in any given service area for the Weatherization Assistance Program. The Energy Office reserves the right to operate, on a temporary basis, the Weatherization Program in the territory of any defunded subgrantee. This will be done to insure continued service to an area during the search for a new subgrantee.

Eligible entities that wish to become a subgrantee under the Weatherization Assistance Program must notify the Nebraska Energy Office by January 15 of their interest in becoming a subgrantee for the program year beginning July 1 of that year. The Energy Office will, upon receiving written notification of intent to apply for subgrantee status, provide to the potential applicant an application package containing, but not limited to requests for: Articles of Incorporation, Mission Statement, key agency personnel, Board of Directors and representation, two most recent Certified Public Accountant audits, organizational chart, and proposed staffing levels. The application must also address:

- The organization's experience, performance and training in weatherization or housing renovation activities;
- The organization's experience in assisting low income persons in the area to be served; and
- The organization's capacity to undertake a timely and effective weatherization program.

The completed application must be returned to the Energy Office by February 15 of that year. The Nebraska Energy Office will hold a public hearing for all potential subgrantees prior to April 15 of that year.

III.1.3 Priorities

Eligible clients will receive weatherization assistance in Nebraska according to the following priorities:

1. Disabled persons 60 years of age or older
2. Persons 60 years of age or older
3. Disabled persons
4. Native American persons
5. Persons with children under six years of age
6. Other eligible clients

Note: Subgrantees are authorized to develop procedures to prioritize client households based on their energy burden.

The term "disabled person" means any individual who: has a physical or mental disability which constitutes or results in a substantial handicap to the individual's employment; or has had a record of having, or is regarded as having a physical or mental impairment which substantially limits one or more of the individual's major life activities; or has a disability which would make the individual eligible to receive disability insurance benefits or Supplemental Security Income from the Social Security Administration or developmentally disabled assistance

from the Department of Health and Human Services; or is a veteran or surviving spouse, child, or dependent parent of a veteran receiving compensation from the Veteran's Administration for a service connected disability or death; or is a veteran or surviving spouse or child of a veteran receiving a pension from the Veteran's Administration because of a non-service connected disability; or is a veteran receiving a pension from the Veteran's Administration because of being on a Medal of Honor Roll of one of the military services.

Subgrantees must serve clients by date of application by priority by county. As a rule, within an individual county, a lower priority client should never be served prior to a higher priority client if the higher priority client's application date preceded the lower priority client's application date. Subgrantees must document irregularities in the selection of clients. Subgrantees are authorized to develop procedures for addressing applications that have aged for more than 12 months because of lengthy waiting lists in individual counties.

III.2 Climatic Conditions

Total heating degree-days in Nebraska range from a high of 7,952 in the northwestern corner of the State to a low of 5,401 in southeastern Nebraska. The average heating degree-days have been supplied by the National Oceanic and Atmospheric Administration. Site-specific weather data is used in application of the NEAT audit. Cooling measures are not installed. The average heating degree-days for each subgrantee are set out below:

Blue Valley Community Action	5,952
Central Nebraska Community Services	6,529
Goldenrod Hills Community Services	6,581
Lincoln Action Program	6,165
Community Action Partnership of Mid Nebraska	6,348
Northwest Community Action	7,326
Panhandle Community Services	6,612
Southeast NE Community Action Council	5,997
Weatherization Trust Inc.	6,592

III.3.1 Types of Weatherization Measures to be Implemented

As a result of experience and research in weatherizing several thousand site-built and mobile homes in Nebraska, including substantial use of the National Energy Audit (NEAT) and the Mobile Home Energy Audit (MHEA), weatherization measures are mandated for use by all subgrantees under contract with the Nebraska Energy Office to perform weatherization in Nebraska. Subgrantees should install all cost-effective measures that have an SIR of 1.0 and above. The primary goal of the weatherization program remains the conservation of energy. Please see Appendix I for Nebraska's Weatherization Priority Measures and Work Standards. Primary emphasis is on insulation, furnace replacement, and air sealing.

FRAME, MASONRY AND MODULAR HOUSING

Health and Safety Measures
General Heat Loss Measures
Envelope Insulation Measures
Electric Baseload Measures

MOBILE HOMES

Health and Safety Measures
General Heat Loss Measures
Envelope Insulation Measures
Electric Baseload Measures
Window Measure

III.3.2 Energy Audit Procedures **National Energy Audit (NEAT)**

The National Energy Audit (NEAT) has been adopted by the Nebraska weatherization program. The U.S. Department of Energy approved Nebraska's Audit procedures January 20, 2004. The Nebraska Energy Office submitted updated procedures to the U.S. Department of Energy during the 2009 Program Year. Nebraska subgrantees received training on the NEAT during two trainings held during the 2009 Program Year. Site-specific audits must be run on all single-family frame homes for all homes weatherized with Nebraska Weatherization Assistance Program funds.

Mobile Home Energy Audit (MHEA)

The Nebraska Energy Office submitted mobile home energy audit procedures to the U.S. Department of Energy for review during Program Year 2009. Nebraska has chosen to utilize the Manufactured Home Energy Audit (MHEA). Nebraska subgrantees received training on the MHEA at two trainings held during the 2010 Program Year. Site-specific audits must be run on all mobile homes weatherized with Nebraska Weatherization Assistance Program funds. *Any mobile home where the total WAP investment (including Health & Safety) exceeds \$6,500 needs to be submitted for review by NEO staff before work is started on the unit. Submit the completed Energy Audit, the inspection documentation, and all bids received for work. NEO staff will review and get back to you with questions and/or approval.*

Multi-family Energy Audits

Multi-family buildings that have more than three stories should not be weatherized using the NEAT audit. The U.S. Department of Energy has indicated that they will rely on the EA-QUIP and TREAT audits for these larger, multi-family buildings. Nebraska subgrantees received training on the TREAT at one training held during the 2010 Program Year. Subgrantees should consult the Nebraska Energy Office for technical assistance on such buildings.

III.3.3 Final Inspection

Each subgrantee is required to perform a final inspection on the home before reporting it to the Energy Office as a completed home. Work must meet or exceed standards specified in the Nebraska Weatherization Work Standards. Documentation is required to be kept in each client file as evidence that a final inspection has been performed. The Energy Office will monitor client files as part of the subgrantee formal monitoring to ensure compliance with this requirement.

III.3.4 Assessment of Effectiveness

The State of Nebraska is concerned that all entities that participate in the program be qualified and have sufficient ability to effectively deliver a quality product to the citizens of Nebraska. The following evaluation system has been developed to analyze current subgrantee performance and to assess viability for continued participation in the weatherization program.

Formal Monitoring: Each subgrantee must successfully complete a formal monitoring at least every two years. However, during the 2012 program year it is the intent of the Energy Office to monitor each subgrantee annually on a calendar basis as part of the ARRA closeout process.

CPA Audits: Each subgrantee must submit a satisfactory CPA audit within 13 months of the end of their fiscal year.

Blue Valley Community Action

Successful Completion of Formal Monitoring: January 2010, January 2011, April 2012

CPA Audit Approval: April 4, 2011, April 24, 2012

Central Nebraska Community Services

Successful Completion of Formal Monitoring: June 2009, August 2010, March 2011, February 2012

CPA Audit Approval: February 16, 2011, February 14, 2012

Northeast Nebraska Community Action Partner (formerly Goldenrod Hill Community Action)

Successful Completion of Formal Monitoring: June 2009, May 2010, March 2011, April 2012

CPA Audit Approval: April 11, 2011, February 14, 2012

Community Action Partnership of Lancaster and Saunders Counties

Successful Completion of Formal Monitoring: April 2009, April 2010, March 2012

CPA Audit Approval: September 8, 2010, May 30, 2012

Community Action Partnership of Mid Nebraska

Successful Completion of Formal Monitoring: April 2009, July 2010, November 2011

CPA Audit Approval: February 4, 2011, April 24, 2012

Northwest Community Action Partnership

Successful Completion of Formal Monitoring: March 2010, April 2011, April 2012

CPA Audit Approval: November 30, 2010, November 22, 2011, May 30, 2012

Community Action Partnership of Western Nebraska

Successful Completion of Formal Monitoring: March 2010, February 2012

CPA Audit Approval: December 29, 2009, July 26, 2011, April 20, 2012

Southeast Nebraska Community Action Council

Successful Completion of Formal Monitoring: April 2010, June 2011, June 2012

CPA Audit Approval: February 11, 2011, January 20, 2012

Weatherization Trust Inc.

Successful Completion of Formal Monitoring: May 2009, August 2010, January 2012

CPA Audit Approval: September 22, 2010

III.4 Health and Safety Plans

Please see Appendix A for Nebraska's Health and Safety plan. Historically, Nebraska has not limited H&S investment to a per-unit cost, rather it has allocated between 15-20 percent of its annual allocations to cover H&S-related expenditures. The attached chart shows historical expenditures for the WAP. *In PY2011, NEO established a \$1,100 per dwelling unit maximum and requires that per-unit expenditures that exceed \$1,100 must receive approval from NEO on a case-by-case basis.*

NE Weatherization Program								
Program Year	2004	2005	2006	2007	2008	2009	2010	
Program Support	596,666.15	546,416.43	554,344.86	428,267.53	461,584.98	633,202.01	778,533.50	3,999,015.46
WX Material	471,146.71	440,192.11	433,317.14	405,358.25	469,649.00	566,196.74	1,030,368.58	3,816,228.53
WX Labor	577,203.73	552,794.54	563,944.58	475,390.76	535,210.47	602,419.27	1,123,347.21	4,430,310.56
Health & Safety	391,788.74	348,809.87	369,830.73	321,796.50	234,782.38	297,437.82	461,795.85	2,426,241.89
H&S percentage	0.19	0.18	0.19	0.20	0.14	0.14	0.14	0.17
Total	2,036,805.33	1,888,212.95	1,921,437.31	1,630,813.04	1,701,226.83	2,099,255.84	3,394,045.14	14,671,796.44

III.5 Rental Procedures

Rentals may be weatherized when in compliance with the income requirements as listed above and:

The subgrantee has written permission from the owner or his agent. Such written permission shall be permanently maintained in the file of the client whose unit is weatherized.

The benefits of weatherization assistance will accrue primarily to low-income tenants.

Not less than 66 percent (50 percent for duplexes and four-unit buildings) of the dwelling units in the building are eligible dwelling units or will become eligible dwelling units within 180 days under a Federal, State, or local program for rehabilitating the building or making similar improvements to the building.

The subgrantee must obtain and place in the client file a signed agreement from the landlord (or authorized agent of the landlord) that states that for a minimum of 12 months after weatherization work has been completed on a dwelling, the tenants in that dwelling will not be subjected to rent increases because of the increased value of dwelling units due solely to weatherization assistance provided under this part.

No undue or excessive enhancement shall occur to the value of the dwelling units.

In the event of a dispute between the tenant and property owner regarding the issues listed above, the subgrantee will attempt to resolve the dispute; if that fails, the tenant will be referred to legal aid by the subgrantee.

In the case of a vacant rental dwelling, weatherization assistance may be provided if there is assurance that a low-income household will inhabit the dwelling within 180 days of the date the weatherization service was completed.

The Nebraska Weatherization Program does not seek property owner agreements for placement of liens nor does it use other contractual restriction.

Subgrantees will provide copies of the signed Landlord Agreements to the tenants.

III.6.1 Description of Organization

The weatherization program is operated by the Nebraska Energy Office, an independent state agency.

III.6.2 Administrative Expenditure Limits

The State Energy Efficiency Programs Improvement Act of 1990 permits subgrantees receiving less than \$350,000 in federally appropriated Low Income Weatherization Assistance Program funds to receive up to an additional 5% share of administrative funds. The Department of Energy has determined that this authorization may also apply to Exxon and Stripper Well funds at the discretion of the individual states.

The Nebraska Energy Office will use this provision in the 2012 Program Year.

III.6.3 Monitoring Approach

The Nebraska Energy Office believes monitoring is an extremely important aspect of weatherization program management. A successful monitoring program improves subgrantee operations, identifies problems early enough for corrective action, and promotes quality work. The Energy Office considers monitoring to be an assessment of subgrantee performance in fulfilling program objectives.

Each subgrantee will receive a formal monitoring every year. Formal monitoring consists of a financial review and a systems monitoring.

The financial review will include:

1. A check of the contract files against contract procedures
2. Sample journal entries
3. Inventory reconciliation
4. Cost categories
5. Administrative expenses

The systems analysis will include:

1. The outreach support level and client application process
2. Reviewing client files for compliance with all federal and state Weatherization Assistance Program rules and regulations regarding mandated documentation of: household income, client certification of eligibility, owner/landlord permission for weatherization, rent declaration, fuel release statement, inspection statement, lien/debt statement, a complete Building Check & Job Order form/site-specific audit, complete material cost information, funding source designation, final quality control inspection and client release
3. Client certification and prioritization system
4. Inspection/quality control systems
5. Subcontracting system
6. Review of goals for serving elderly, disabled, Native Americans, and renters
7. Review of procurement systems

A minimum of 20 client files of all DOE and LIEAP units completed in the twelve months prior to the formal monitoring visit will be examined. Monitors will review subgrantee management systems to ensure compliance with rules, regulations, and mandated file documentation. Material records shall be examined and inventory will be inspected to verify the adherence to Federal specifications. The financial review will encompass the examination of all completed programs not previously reviewed.

A report will be prepared detailing the monitoring findings along with recommendations for subgrantee improvement. The Energy Office is interested in affecting corrective actions identified in formal monitoring as soon as possible. Thus, the problem(s) is described in a formal monitoring report sent to the subgrantee executive director and the board president. The subgrantee is given thirty calendar days to respond to the formal monitoring report. The plan for corrective action must include steps to be taken to correct the problems identified during the monitoring. Compliance with Energy Office directives and the subgrantee's plan of action are closely scrutinized during subsequent formal monitoring.

Informal monitoring consists of the inspection of recently weatherized houses. Some subgrantees are monitored each month, while others are monitored more infrequently. In a typical year, 20-25 percent of all homes weatherized receive an inspection by state field monitors.

III.6.4 Training and Technical Assistance Approach

The Energy Office believes strong internal systems, oversight, training and technical assistance are essential to enable subgrantees to achieve the objectives of the Weatherization Program. The Training and Technical Assistance budget and narrative contained in the Annual File reflects this philosophy and will insure quality weatherization work and adequate financial and programmatic management controls.

III.6.5 Energy Crisis Plan

Nebraska will not use any grant funds for energy crisis relief during the 2012 Program Year.

III.6.6 Reweatherization

Homes weatherized on or before September 30, 1994 are eligible to be reweatherized. No more than 10% of a subgrantee's DOE completions may be reweatherized units without approval from the Nebraska Energy Office.

III.6.7 Prioritization of Single Family Homes and High Energy Users

Single-family homes remain the primary target of the Nebraska Weatherization Assistance Program. Subgrantees have been authorized to develop procedures to prioritize client households based on their energy burden.

III.6.8 Liability Insurance

Subgrantee must obtain pollution occurrence insurance coverage for their agency. Subgrantees that employ private contractor labor to perform Weatherization services must ensure that each private contractor is adequately insured, including pollution insurance coverage.

III.6.9 Investment in Multi-family Projects

The total amount of funds that can be invested in a multi-family project is determined as follows: Multiply the total number of income-eligible units in the multi-family building by the current statewide average cost per unit. The total is the maximum amount of DOE funding available to weatherize the building. All units in the building can be served and all units should be reported to DOE. *Sub-grantees must submit multi-family projects to the Energy Office for review and approval before work begins and costs are incurred.* The Energy Office reviews the proposed project and submits to the U.S. DOE Program Office for final approval.

III.6.10 Savings to Investment Ratio

An SIR of 1.0 or greater means that the expected energy savings from installing the measure is equal to or greater than the initial cost of installation. All measures with an SIR of 1.0 or greater must be installed.

When a SIR of 1.0 is not reached, the measure *may* be completed and paid for *partially* with WAP funds by prorating the cost based on the SIR. For example, if an energy-related measure achieves an SIR of .70, WAP funds may only be used to pay for 70 percent of the cost of that measure, and 30 percent of the cost must come from *another non-WAP source of funding*. Note: ***Funding cannot be solicited from an income-eligible homeowner. Homeowners cannot contribute funds to pay the difference for a measure with an SIR of less a 1.0.***

III.6.11 Opting Out or Skipping Cost-effective Weatherization Measures

Completion of all measures with an SIR of 1.0 or greater is required. All energy-savings measures must be considered and ranked in order of descending SIR. ***The higher the SIR, the higher the priority.*** No measure may be skipped in order to complete a measure with a lower SIR. In other words, measures may not be skipped and/or clients cannot 'opt' out of a measure.